



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ES

2 August 2012

**US ARMY GARRISON YONGSAN POLICY LETTER 5-10**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Parking

1. **REFERENCES:**

- a. AR 190-5, Motor Vehicle Traffic Supervision. 22 May 2006.
- b. USFK Regulation 190-1, Military Police Motor Vehicle Traffic Supervision. 1 March 2010.

2. **PURPOSE:** This policy establishes the US Army Garrison Yongsan (USAG Y) / Area 2-wide parking policy for all installations. This policy is also intended to improve the availability of parking slots for authorized residents and to provide a clear traffic flow throughout South Post or Hannam Village family housing, BOQ/BEQ or barracks for emergency vehicles, buses, privately owned vehicles, motorcycles, and mopeds.

3. **APPLICABILITY:** This policy applies to all personnel authorized to operate motor vehicles on USAG Y Installations.

4. **RESPONSIBILITIES:**

- a. Commanders will ensure USFK Military personnel, the civilian components, and Family members comply with this command policy.
- b. USAG Y Commander/Deputy Garrison Commander is the approval authority for requests for reserved/designated parking.
- c. USAG Y PMO enforces the provisions of this Command Policy, AR 190-5, and USFK Regulation 190-1 through the use of DD Form 1408 and/or other appropriate measures.
- d. Sponsors of owners of Non-SOFA plated Vehicles with USFK access media will ensure drivers are aware of the provisions of this Command Policy.
- e. Operators of motor vehicles on USAG Y Installations will be knowledgeable and obey the provisions of this Command Policy.

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5. **GENERAL:**

a. Implied Consent to Impoundment. IAW USFK Regulation 190-1, paragraph 30b, persons who operate a motor vehicle on a USAG Y Installation shall be deemed to have given consent for the removal and temporary impoundment of the privately owned vehicle (POV) when it is:

- (1) parked illegally for unreasonable periods.
- (2) interfering with operations.
- (3) creating a safety hazard.
- (4) disabled by accident.
- (5) left unattended in a restricted or controlled area.
- (6) abandoned.

Such persons further agree to reimburse the U.S. Government for the cost of towing and storage should their vehicle be removed or impounded. The USAG Y Commander or the Deputy Garrison Commander will determine existence of the conditions described above.

b. Detailed guidance for standards of impoundment, towing and storage, and procedures for impoundment (to include required notice and impoundment report forms) are located in AR 190-5, chapter 6 and USFK Regulation 190-1, paragraph 36.

c. Persons who operate, or are in charge of, a motor vehicle shall not park or leave a vehicle unattended without first stopping the engine, placing the transmission in a low gear (manual) or park (automatic), locking the ignition switch, removing the keys, engaging the parking brake when on a grade, and locking the vehicle.

d. Vehicles parked upon roadways where there are curbs shall be parked in the direction of the flow of traffic with the passenger side parallel to and within 18 inches of the curb except where angle parking is permitted.

e. When authorized to park on roadways without curbs, vehicles shall be parked on the right shoulder of the roadway in the direction of the flow of traffic. Vehicles shall be completely clear of the traveled portion of the roadway.

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f. Parking prohibited in specified places. Except when necessary to avoid conflict with other traffic or in compliance with law or the direction of law enforcement personnel or an official traffic control device, no person shall park a vehicle:

- (1) On a sidewalk.
- (2) In a crosswalk.
- (3) In front of driveways.
- (4) On a bridge or other elevated structure upon a roadway.
- (5) Within a highway tunnel.
- (6) On railroad tracks.
- (7) At any place narrow enough to make passing difficult, dangerous, or impossible.
- (8) On a roadway or shoulder within 100 feet of the crest of a hill.
- (9) Beside another vehicle parked parallel to the curb or on a roadway shoulder
- (10) Where official signs prohibit parking, when the curbing is painted yellow, or when the roadway is marked in yellow or white.
- (11) Within 20 feet of a fire hydrant, crosswalk, bus stop, or intersection.
- (12) Within 20 feet of a driveway to any fire station or similar emergency facility, on the side of a street opposite the entrance to any fire station or similar emergency facility, or within 75 feet of the entrance.
- (13) Within 30 feet of the approach to any flashing signal, stop sign, yield sign, or traffic control signal located at the side of the roadway.
- (14) On a grassed or seeded area on USAG Y Installations unless directed by proper authority.
- (15) Areas with no marked parking spaces.
- (16) Areas around traffic islands and at installation vehicle gates.

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(17) Over the lines separating two designated parking spaces in a parking lot where one vehicle is occupying two parking spaces (Double Parked) hindering the most efficient use of the two parking spaces.

g. USAG Y Military Police and USAG Y Directorate of Emergency Services personnel are authorized to remove any POV registered under USFK Regulation 190-1 involved in the below described situations or when a vehicle is found abandoned on post:

(1) When a report has been made that the vehicle has been stolen or taken without the consent of its owner.

(2) The person in charge of the vehicle is unable to provide for its custody or removal.

(3) The person driving or in control of such vehicle is apprehended for an alleged offense for which local policy requires detention at a law enforcement office pending release to his/her unit, activity, or other responsible agency.

(4) When the vehicle is left abandoned during inclement weather, and causes an immediate safety hazard or blocks passage of emergency vehicles.

h. Military vehicles involved in the above situations shall be towed by military wrecker and released to the unit of assignment unless required as physical evidence. Towing may be at the owner's expense to a place designated by the USAG Y Commander, Director of Emergency Services, or the Military Police.

i. Vehicles parked over 72 hours in one location will be considered abandoned and subject to impoundment. Parking in high traffic areas solely for the purpose of advertising a vehicle for sale is not authorized. The 72 hour rule does not apply to individuals who live on South Post or Hannam Village family housing, BOQ/BEQ or barracks and park their vehicles in their designated parking areas. Towing will be at the owner's expense to a place designated by the Area Commander, command representative, or the Military Police.

j. AAFES taxis may park in the Main PX parking lot only at the designated taxi waiting area.

k. POVs which have been deregistered and placed in a "Parking Only" status for the purpose of resale, will only be parked at USAG Y Commissary "Lemon Lot". Parking Only status must be requested through the Directorate of Emergency Services and approved by the Deputy Garrison Commander.

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l. Personnel requiring long term parking of 72 hours or more on post other than at their quarters (e.g. TDY, leave, etc.) must request approval from the USAG Y Directorate of Emergency Services.

m. Government owned vehicles (GOV) will not park adjacent to ATMs, AAFES Concessionaires, Yongsan Main PX, in family housing areas, or at AAFES or MWR dining facilities. DPW, emergency, and MP vehicles on official business are excluded.

n. Privately owned vehicles (POV) will park only in painted slots and will adhere to posted time limits, (e.g., Parking for 5 minutes only, KNHC Management Reserved Parking, Mon-Fri 0800-2000 and Sat 0800-1500, etc.).

o. Motorcycles and mopeds over 50cc will park only in the motorcycle parking lot located in the overflow parking area. Motorcycles and mopeds will not be parked in vehicle parking slots or double parked with vehicles. Mopeds under 50cc will park around bicycle racks provided adjacent to the buildings. Mopeds will be properly secured at all times.

6. **HANNAM VILLAGE:**

a. Privately Owned Vehicle (POV) parking on Hannam Village is reserved for vehicles that display the Hannam Village parking decal on the driver's side of the windshield. Each family with a properly registered vehicle is authorized one Hannam Village parking decal; this is regardless of the SM's status (e.g. Dual Status SM's of the same family).

(1) If an exception to policy has been granted for a second POV, only one Hannam Village parking decal will be issued. The vehicle without a Hannam Village decal must park at Niblo Barracks parking areas.

b. POV's will park only in authorized painted slots and will adhere to posted time limits (e.g., Korea Housing Management & Maintenance (KHMM)) reserved parking Mon-Fri 0800-2000 and Sat 0800-1500).

c. The following areas are prohibited parking slots:

- (1) Areas marked with no parking.
- (2) Areas around the traffic islands located in front of J Building and main gate.
- (3) Areas designated for bus stops.
- (4) Areas within 20 feet of a fire hydrant.

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(5) On sidewalks or over a crosswalk.

(6) Any area designated as no parking by the Military Police or Installation Coordinator.

d. Government vehicles are not authorized overnight parking in Hannam Village. Domicile-to-duty use of government vehicles is prohibited. Only authorized mission support or official business vehicles are authorized overnight parking. These approved vehicles must be parked in authorized spaces.

e. Hannam Village residence guests that require POV parking will park at Niblo Barracks parking areas. The sponsor of the guest is responsible for ensuring compliance of this requirement.

f. The following restrictions are for motorcycles and mopeds.

(1) Parking of motorcycles and mopeds will only be in designated motorcycle parking areas; that is located on Niblo Barracks (Near the Hannam Village Chapel parking lot). When practical, operators of motorcycles and mopeds will double-up and share parking spaces normally intended for cars.

(2) Motorcycle and moped operators must ensure that the noise level of their vehicles are kept to a minimum while running. Excessive idling or the revving of the engine will not be tolerated.

g. Complaints about loud vehicles will result in command directed parking in the overflow or designated motorcycle parking spaces only.

h. A POV that is parked in an unauthorized area, illegally, or during unauthorized hours will be ticketed and/or towed at owner's expense.

i. Questions concerning parking on Hannam Village can be directed to the Hannam Village Installation Coordinator, DSN 723-8950 or Commercial 0505-723-8950. Government vehicles are not authorized overnight parking in Hannam Village. Domicile to duty use of government vehicles is prohibited. Only MP, DPW, or other mission support vehicles on official business are authorized overnight parking.

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b. Drivers who accumulate more than 2 parking violations in a 60 day period may have their driving and vehicle registration privileges suspended for 6 months. The vehicle owner will be issued a memorandum providing a warning of proposed suspension of driving and vehicle registration privileges ("Warning Letter") from the USAG Y Directorate of Emergency Services.

c. After accumulating 3 or more parking violations in a 180 day period, the vehicle owner will be issued a memorandum providing a notice of proposed suspension of driving and vehicle registration privileges ("Show Cause") from the USAG Y Directorate of Emergency Services.

d. After the accumulation of 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months, including points assessed for parking violations, the vehicle owner will be issued a memorandum providing a notice of proposed suspension of driving and vehicle registration privileges ("Show Cause") from the USAG Y Directorate of Emergency Services. Points assessed against an individual will remain in effect for point accumulation for a consecutive 24-month period or until transfer/separation from the service.

e. Parking tickets issued to persons will be forwarded as shown in the below table.

**Processing of traffic violations**

| <b><u>Tickets issued to:</u></b>   | <b><u>Will be forwarded to:</u></b>   |
|--|---|
| USFK military and family members   | Sponsor's unit Commander  |
| DOD employees of USFK or their family members                                      | Immediate supervisor  |
| JUSMAG K personnel or their family members   | Chief, JUSMAG K   |
| KATUSA soldier personnel   | U.S. unit commander   |
| Technical representatives and invited contractor personnel or their family members | USFK sponsor  |
| UNC personnel, other than USFK and DOD civilians, or their family members          | UNC Liaison Officer, Secretary<br>Combined Headquarters UNC<br>Regional Security family officer |
| U.S. Embassy employees and their members   | U.S. Embassy, Seoul   |
| Employees of AAFES K and their family members                                      | AAFES K General Manager   |

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f. The commander or supervisor of the violator will forward a Report of Action to the office of record (The Yongsan Military Police Traffic Investigations Division), where the action will be entered on the individual's Driving Record. The Yongsan Military Police Traffic Investigations Division will be notified of the action taken within 30 days, including the date on which the traffic ticket was issued.

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g. The USAG Y Directorate of Emergency Services is located in room 105, building 4305 (HQ, USAG Y) and may be contacted at: HQ, USAG Y, Directorate of Emergency Services, Unit #15333, APO AP 96205-5333, DSN 738-4361/4414, FAX 738-5286.

h. The Military Police Traffic Investigations Division is located in building 1387 and may be contacted at: 94<sup>th</sup> MP BN, PMO/TAI, APO AP 96205-0709, DSN 724-4275.

i. Non-SOFA Status drivers who are repeat offenders will have their post access reviewed to determine if they should continue to have the privilege of driving their vehicles on USAG Y installations.

8. **POINT OF CONTACT:** The point of contact for this memorandum is the USAG Yongsan Directorate of Emergency Services at 738-4409/4361/4414.

  
MICHAEL E. MASLEY  
COL, AG  
Commanding

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